

EXETER COLLEGE FURTHER EDUCATION CORPORATION**CORPORATION BOARD****Minutes of the meeting held on Friday 8th December 2017 in the Boardroom,
Hele Road, Exeter College****Present**

David Allen
 Emma Webber
 John Laramy
 Bindu Arjoon
 David Batho
 Philip Bostock
 Mark Goodwin
 Chris Hoar
 Kira Lewis
 Craig Marshall
 Martin Owen
 Michelle Pugh
 Matt Roach
 Caleb Stevens
 Dave Underwood

Chair
 Vice Chair
 Principal

Observers**Apologies**

Sarah Brampton
 Aimee Mitchell
 Glenn Woodcock
 Julie Skinner

In Attendance

Rob Bosworth
 Steve Campion
 Barbara Sweeney

VP Schools, Partnerships & Curriculum
 VP Finance & Business Operations
 Clerk to the Corporation

1. Welcome, Apologies and Declarations of Interest Action

The Chair welcomed members to the last meeting of 2017.
 He particularly welcomed Caleb Stevens who was attending his first Board meeting.

Apologies were received.

Bindu Arjoon declared an interest in item 4.1, Principal's Strategic Report, item 9.1, Opportunities and Developments Risk Register, and for any other items relating to planning, as Director, Exeter City Council.

Mark Goodwin declared an interest in item 4.1, Principal's Strategic Report, item 9.1, Opportunities and Developments Risk Register and for any other items relating to the University of Exeter, as Deputy Vice Chancellor, University of Exeter.

Caleb Stevens, employee of Okehampton College, declared an interest in any items relating to school 6th forms and learner support services.

Update on Association of Colleges (AoC) Conference

The update was received and the Chair reminded Governors that it was customary for the Board to receive a summary of the annual Association of Colleges' (AoC) conference at this meeting. This year the Board had been represented by the immediate past Chair who provided the feedback.

The conference had been a good opportunity for networking and there had been useful key note speeches from the Skills Minister, the Leader of the Opposition, the Chief Inspector of Ofsted and the Head of the Office for Students. The timing of the conference, just before the budget, meant that the lack of announcements on potential funding changes was not conducive to informed debate on many issues.

The breakout session on Apprenticeships reinforced the challenge of that agenda. The Associate Director of the Education and Training Foundation had run a session on Leadership and Management, and it was confirmed that he would attend the Annual Board Residential in March 2018.

The current Chair updated Governors on the local South West AoC Chair/Principal meeting. Again, a valuable networking opportunity, there had been an update on the development of the Office for Students and a Local Enterprise Partnership (LEP) update on employability and skills, including the progress of Institutes of Technology.

The Board noted the report.

2. **Minutes of Meetings**
- 2.1 The minutes of the meeting held on 6th October 2017, as circulated, were agreed and signed by the Chair.
- 2.2 The confidential minutes of the meeting held on 6th October 2017, as circulated, were agreed and signed by the Chair.

3. Matters Arising

The Clerk reminded the Board that, following the self-evaluation process, it had been recommended that in order to sustain the quality of performance of committees when the membership changed, Governors be offered support if requested.

There were no other matters arising which were not on the agenda.

4. Strategic Matters for discussion**4.1 Principal's Strategic Report**

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

4.2 Size and Shape of the College

Discussion topic following the Autumn Seminar

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

4.3 Self-Assessment Report

Including update on College Performance compared to the National Data Set – Sunburst Data

The report and presentation were received and in the absence of the VP Standards and Student Experience, the Principal and Rob Bosworth, VP Schools Partnerships and Curriculum updated the Board on the Self-Assessment Report.

Sunburst Data, showing the College's position in 2015-16 on a number of criteria benchmarked against AoC data, confirmed the accuracy of the College's previous SAR. The College was in the upper quartile for all criteria bar one, which the College had self-assessed that year as an area for improvement. This provided the Board with additional assurance of the validity of the Self-Assessment process and report.

i. Self-Assessment Report (SAR) 2016/17

The overall Self-Assessment Grade was Outstanding. The Common Inspection Framework (CIF) used by Ofsted was common to all education sectors and the executive summary provided the grades for each of the four areas in the CIF: Outcomes for students; Quality of Teaching Learning and Assessment; Personal Development, Behaviours and Welfare and Effectiveness of Leadership and Management. All were judged as Outstanding.

The four CIF criteria were subdivided into Ofsted's subsections and for each there was an impact statement and evidence drawn from data from internal inspections, surveys and outcomes.

For Outcomes for Students, strengths included exceptional results, progression and excellent value added. Areas for improvement were vocational value added scores and level 2 maths outcomes for E level entry grades. Quality of Teaching and Learning was also grade one because of outstanding outcomes, with impressive leadership initiatives, and, with a full time Director of Teaching and Learning in post, effective dissemination of best practice. Outcomes triangulated with teaching observations and student views.

Personal Development, Behaviours and Welfare was a new criterion and judged outstanding, with a high percentage of learners reporting that they felt safe. There was a focus to increase consistency across the College in its approach to work experience, led by the Director of Technical and Vocational Education. Leadership and Management were strong across the College. An identified area for improvement was recognition of staff and the development of cross college strategies for recruiting and retaining specialist staff.

All Faculties were rated Good or Outstanding and none assessed as grade 3. Four had dropped a grade and three had improved. Similarly, all Departments were good or outstanding, with one dropping a grade and one improving.

Quality Improvement Plan (QIP) years ending 2017 and 2018

The Quality Improvement Plan (QIP) for 2017-18 was included in the SAR 2016-17 and the Board noted the key issues, which were the areas for improvement drawn from the SAR.

The Chair of Quality and Standards confirmed that the Committee had considered the SAR and QIP at length and that the new format provided clearer focus on the four areas of CIF. There had been detailed scrutiny of each category and sub items, and a number of minor recommendations had been updated in the revised document received by the Board. The Committee had no hesitation in recommending the SAR for Board approval.

ii. QIP 2016/17 outturn

The completed QIP for 2016/17 was received by the Quality and Standards Committee at its meeting on 4th December 2017 and recommended for Board approval.

iii. Higher Education Quality Assurance

The completed SAR for Higher Education was received. It had been scrutinised by the Quality and Standards Committee at its meeting on 4th December 2017 and recommended for Board approval.

The Board resolved to:

- a) **Approve the SAR for 2016/17 and the QIP for 2017/18**
- b) **Approve the QIP outturn for 2016/17**
- c) **Approve the Higher Education Higher Education Quality Assurance for the year ending July 2017, required by the funding agency, with the following resolution:**
 - **The governing body has received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes. This included evidence from the provider's own periodic review processes, which fully involve students and include embedded external peer or professional review.**
 - **The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of our knowledge, robust and appropriate.**
 - **The standards of awards for which we are responsible have been appropriately maintained.**

Vote: Unanimous

5. **Learner Voice update**

5.1 College news

The report was received and taken as read. The Principal highlighted key issues. For the second consecutive year the College had been placed at the top in an annual league table of colleges published by FE Week. The table was compiled with points awarded against a number of key criteria published by the Department for Education (DfE).

One of the College's apprentice plumbers had been awarded gold at the Worldskills UK final, which brought together apprentices and young people from across the UK to compete to be the best in their chosen vocation.

Finally the Principal confirmed that there had been a commendable number of students who had been offered Oxbridge interviews, including all five who had applied for medicine.

The Board noted the report.

5.2 Student Governors' Report

The report was received and Kira Lewis, Student Governor (16-18) and Caleb Stevens, 19+ Student Governor, highlighted the key points. Caleb had settled well into the role and updated on a number of initiatives relating to adult learners, including community development courses with

possible progression to foundation degree courses. There was also collaboration with Devon Partnership Trust Learning Community, promoting mental health.

The profile of the HE experience had been enhanced, supported by the new University level officer post, and social events were planned, such as a Valentine's Day Ball. New positions had been filled on the Student Representative Committee, and it was positive that the voice of HE and Apprenticeships were heard.

Kira confirmed that both she and Caleb had attended a Southwest student governors' conference and had been concerned at how little student governors at other colleges were allowed to participate in the business of their Boards. One of the College's Staff Governors, who had attended a national event, confirmed the same of staff governors.

The Board noted the report

Part 2 REPORTS FOR APPROVAL

6. Recommendations from Audit and Risk Assurance Committee

6.1 Executive Summary from Committee Meeting on 22nd November 2017

The report summarising the key issues considered by the Audit and Risk Assurance Committee meeting held on 22nd November 2017 was received and taken as read.

In the absence of the Committee Chair, the Committee's Vice Chair reminded Governors that the purpose of the Committee was to advise the Board on the adequacy and effectiveness of the College's risk management framework and all evidence from both internal and external auditors provided that assurance. The name of the Committee had been changed to reflect increased focus on risk assurance. It was no longer mandatory to appoint internal auditors but the Committee had recommended that an internal audit service be retained, to provide assurance and add value.

All other issues were considered under items 6.2-6.4

The Board noted the report

6.2 Audit and Risk Assurance Committee Annual Report

The report was received and recommended for approval. The Vice Chair of Audit and Risk Assurance confirmed that the Committee had scrutinised the Annual Report, which provided the Board with a review of the work of the Committee and provided assurance that controls were in place.

The Board resolved to:

Approve the Audit and Risk Assurance Committee Annual Report.*Vote: unanimous***6.3 Statutory Accounts****6.3(i) Audit Findings Report (Key Issues Discussion Document)**

The report was received and confirmed a smooth clean audit. There had been no change to the agreed plan, no significant findings and no override of manual controls. Assumptions were appropriate and the Financial Statements represented a fair view of the College's position.

The Board resolved to:

Approve the Key Issues Discussion Document.*Vote: unanimous***6.3(ii) Regularity Self-Assessment**

The report was received and the Vice Chair of Audit and Risk Assurance confirmed that the Committee had reviewed the self-assessment document, and recommended it to the Board.

The Board resolved to:

Approve the Regularity Self-Assessment.*Vote: unanimous***6.3(iii) Letter of Representation.**

The report was received and Vice Chair of Audit and Risk Assurance confirmed that the Auditors required the Board to confirm its understanding of its responsibilities by signing the Letter of Representation before the accounts could be finalised. The Board resolved to:

Approve Letter of Representation for signature by the Chair.

Chair

*Vote: unanimous***6.4 Risk Management****6.4(i) Risk Management Annual Report.**

The report was received and the Vice Chair of Audit and Risk Assurance confirmed the Annual Report summarised the activity relating to risk management for the year.

The Board agreed to

Approve the annual Risk Management Report*Vote: unanimous*

- 6.4(ii) Risk Register
The report, which had been scrutinised by the Audit and Risk Assurance Committee, was received.

The Board agreed to

Approve the Risk Register*Vote: unanimous*

7. **Recommendations from Business Services Committee**
7.1 Executive Summary from Committee Meeting on 27th November 2017. The report summarising the key issues considered by the Business Services Committee meeting held on 27th November 2017 was received and taken as read. The Committee Chair highlighted the key issues.

The Committee had considered the demand for student residential and teaching accommodation. It was appropriate to reflect on the strategic needs of the College, reflecting the earlier discussion item.

There had been good progress with the disposal of Wear Barton and the Committee had scrutinised the Heads of Terms with the preferred bidder, which were available on request from the Vice Principal Finance and Business Operations, and which the Committee was content to recommend for Board approval.

The Committee had received an update on the Department of Finance Funding and MIS which, after two years of operation, had yielded significant benefits and positive outcomes. An update on capital funding illustrated the appetite of banks to lend, and the Committee had scrutinised a number of scenarios for funding a hypothetical £10m capital project. Student recruitment remained very positive.

The Board agreed to

a) Note the report**b) Approve the Heads of Terms for the disposal of Wear Barton***Vote: Unanimous.*

- 7.2 Statutory Accounts for Financial Year Ended 31st July 2017:
7.2(i) Exeter College

The draft accounts for Exeter College for the year ended 31st July 2016, which had been reviewed by the Business Services Committee and recommended for approval, were received. The Finance Department was thanked for a smooth, clean audit.

The College was in Outstanding Financial Health for the first time, based on the approved and subsequently submitted three year financial plan. It was rare for a college to have both Outstanding Financial Health and a grade one Ofsted rating. It was likely that, given proposed investment in the Estates Masterplan, Financial Health would move between Outstanding and Good.

Financial performance showed £39.6m income, and cash generation of £3.5m. A £2m capital grant for the Technology Centre extension had supported cash reserves.

The strong financial performance was commended. It had been a clean audit, which was also commendable given that it was the first year of the contract with the External Auditors.

The Board resolved to:

a) Approve the Exeter College Financial Statements for the year ended 31st July 2017.

Vote: Unanimous

- 7.2(ii) Aplus Training (SW) Ltd
The draft accounts for Aplus Training (SW) Ltd for the year ended 31st July 2017, which had been reviewed by the Business Services Committee and were recommended for approval, were received. The Board resolved to:

Approve the Aplus Training (SW) Ltd Accounts for the year ended 31st July 2017.

- 7.2(iii) Ecole Limited
The draft accounts for Ecole Limited for the year ended 31st July 2017, which had been reviewed by the Business Services Committee and were recommended for approval, were received. The Board resolved to:

Approve the Ecole Limited Report and Financial Statements for the year ended 31st July 2017.

Vote: Unanimous

8. **Recommendations from Quality and Standards Committee**

- 8.1 Executive Summary from Committee Meeting on 4th December 2017.

The report summarising the key issues considered by the Quality and Standards Committee meeting held on 4th December 2017 was received and noted. The Committee Chair highlighted the key issues. The report on the student induction survey was deferred to the next meeting of the Committee in February 2018. Targets for 2016-17 were received and scrutinised, with approval delegated to the Committee. The Committee had challenged a number of assumptions, but was assured that the College Leadership Team had taken a risk based approach in setting targets.

The internal inspection report for Maths and Science Faculty had been considered. The outcome was positive, and the Committee had been assured that actions were planned to support areas for improvement. A comprehensive report on progression was also received with an update on the percentage of women studying STEM subjects at the College and the proportion progressing to HE. It was recommended that the College collaborate with the University which was also working to progress this agenda.

MW

There was an update on the intensive care process, which supported subjects which were falling short of expectations. The positive impact of interventions was noted.

Finally the Committee Chair highlighted two risks from the register for which the Committee was responsible in conjunction with the Business Services Committee. Whilst single risks, the elements for which each Committee was responsible were distinct and unconnected. Therefore a single rating was not helpful. The elements of the risk relating to the Quality and Standards Committee were not responsible for the changes in rating. The Committee had also recommended that the Audit and Risk Assurance consider an action column be added to the Risk Register. This would be considered when the register was next reviewed by SLT. Deeper occasional scrutiny of the QIP would also provide assurance.

SLT/
BHS

The Board noted the report.

8.2 Annual Safeguarding Audit and Child Protection Policy Annual Safeguarding Audit

The comprehensive annual report had been received by the Quality and Standards Committee at its meeting on 4th December 2017. It was available on Boardpacks under the papers for that meeting.

Whilst it had been a challenging year with increased mental health issues, possibly due to enhanced reporting methodology, there had been a very positive unannounced Ofsted visit. The Board commended the strong team and agreed to

Approve the Annual Safeguarding Audit 2016-17

Vote: unanimous

Child Protection Policy

The Child Protection Policy required annual review and the Committee had noted that changes were confined to updating legal processes only. The policy was available on Boardpacks under the Quality and Standards Committee meeting of 4th December 2017. On the recommendation of the Committee the Board agreed to

Approve the Child Protection Policy

Vote: unanimous

PART 3: REPORTS AND MINUTES FOR INFORMATION

9. **Reports**

The following reports were **received and noted**.

- 9.1 Opportunities and Development Risk Register
- 9.2 Management Accounts (September 2017)
- 9.3 Search Committee Annual Report
- 9.4 Governance Report
- 9.5 Sealing Report
- 9.6 Chair's Actions

10. **Minutes**

The following minutes were **received and noted**.

- 10.1 Audit And Risk Assurance Committee Minutes 22 November 2017 *Draft*
- 10.2 Business Services Minutes 27 November 2017 *Draft*
- 10.3 Quality and Standards Minutes 4 December 2017 *Draft*

11. **Confidential Minutes**

The following confidential minutes were **received and noted**:

- 11.1 Business Services Confidential Minutes 27 November 2017 *Draft*

12. **Dates of scheduled meetings for 2017/2018**

Friday 9 th	February	2018
Friday 4 th	May	2018
Friday 6 th	July	2018

- AoB The Apprenticeship Recruitment Team joined the Board for lunch by way of thanks for their outstanding contribution.